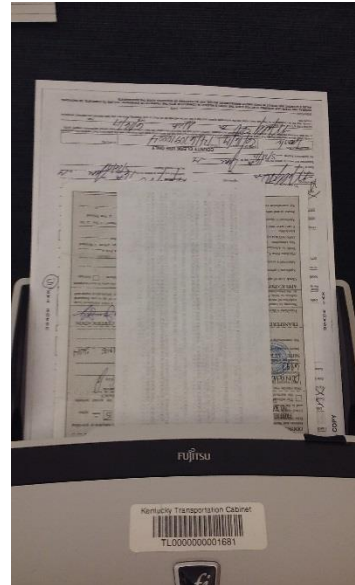


PODD Tips and Tricks

Scanning

1. Loading documents in the scanner

- a. Make sure the AVIS registration receipt is on the first document scanned, with all other documents placed behind the AVIS registration receipt.
- b. Make sure the document(s) are placed in the scanner upside down and with the registration receipt facing the back of the scanner. (See photos below)
- c. ***The supporting documents must be placed after the registration receipt in the following recommended order.***
 - i. *Application*
 - ii. *Title*
 - iii. *Re-Assignment*
 - iv. *Power of Attorney*
 - v. *Affidavit*
 - vi. *Other documents related to the transaction*
- d. Make sure smaller documents are centered in the scanner tray, and placed immediately behind the registration receipt.

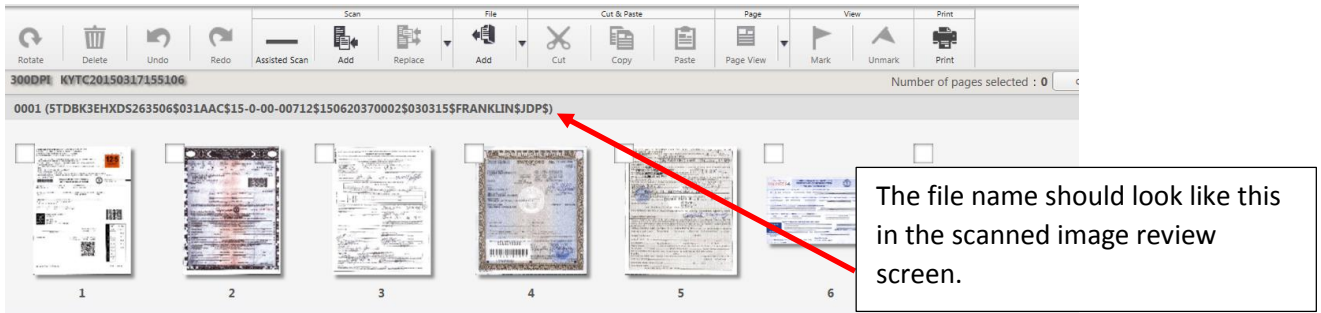


2. Scanning Documents

- a. Click on the scanner icon on the PC screen to scan documents (the front and back of documents are scanned at the same time. You do not need to rescan to the other side)
- b. If the scanner was able to read the barcode on the registration receipt correctly, the scanning software's review screen will display a long file name. If the file name is not similar to what is indicated below, cancel the scanned images and rescan all the documents again.

GOOD SCAN INDICATED BY FILE NAME

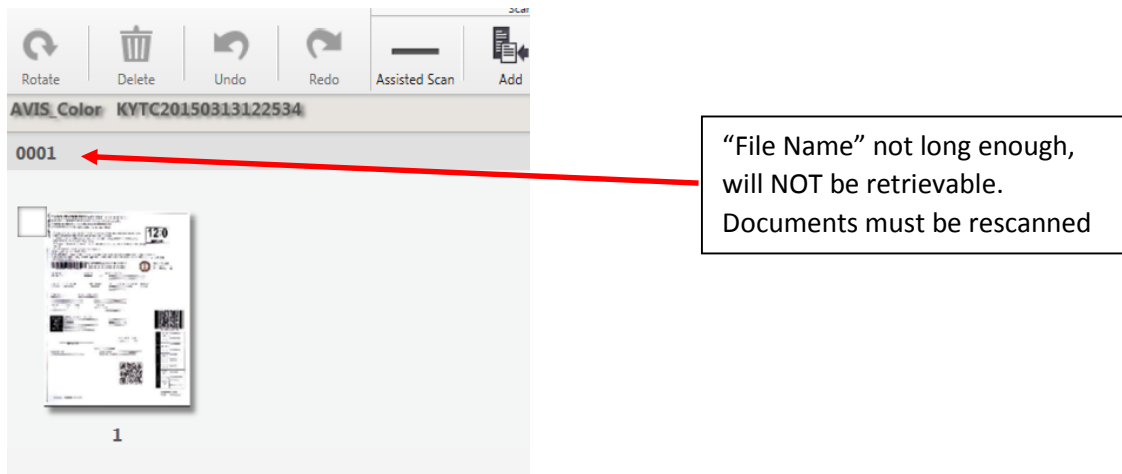
PODD Tips and Tricks



- c. **Important:** The receipt must appear in the top left corner on the PC screen when reviewing. If not, rescan and put documents in the correct order.

BAD SCAN INDICATED BY FILE NAME – RESCAN DOCUMENTS

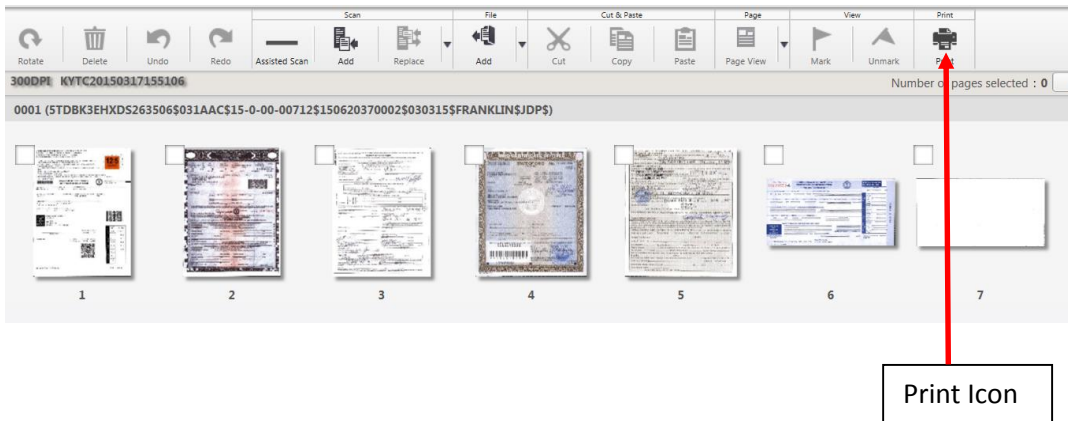
- d. If the scanner did not read the barcode on the receipt properly the documents scanned will not be retrievable, the view of the scanned documents in the scanner screen will look like this:



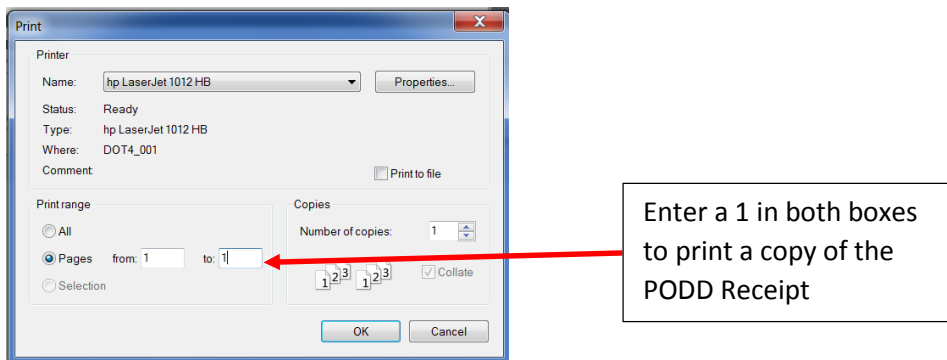
PODD Tips and Tricks

3. **"NO MORE REDS!" - Printing a copy of a Receipt**

- a. If a county wants to keep a receipt for accounting purposes, the clerk can print from the Paper Stream Capture "verify /correct image screen" before the documents are released to the PODD archive. The clerk would select the "print" icon at top right of the toolbar, a Print pop-up box will appear.



- b. The clerk will select the "Pages" radio button and type in "1" in both the "from" and "to" boxes. Then click on the "ok" button to print the receipt. The document will be printed to the network printer, which should be the "default printer".



- c. Give the actual receipt to the customer. Store the other title documents until MVL Approves the application and emails you authorization to shred the documents.
- d. For clerks who choose to print a second copy of the registration, we have found it easiest when handling multiples (say a fleet of 30), not to send the print command to the network printer for each registration individually, but instead, to manually make these copies upon completion. It was too tedious to designate the print range time and again, to send each page to the network printer.

4. **Slow scanning:**

- a. It should take 10 to 20 seconds to scan a set of documents, if it takes much longer:
 - i. "Shutdown" your computer, then shutdown your scanner.
 - ii. Wait for 3 seconds.

PODD Tips and Tricks

- iii. Power on the scanner
 - iv. Start the computer and log back in.
 - v. Try scanning the document again.
- b. If it is still taking more than a minute to scan a document, call the COT help desk.

5. Writing on the Registration Reciept

- a. Do not write or apply an office stamp to the QR Barcode area. If this happens the scanner will not be able to read the barcode and the document will NOT be retrievable.

A. PLACE THE NEW STICKER DIRECTLY ON THE CORNER OF THE LICENSE PLATE.
B. Make sure the area where the new sticker is to be placed is clean and dry.
C. Peel the new sticker from the backing and place on license plate.
D. Press the sticker until the edges to insure it is firmly affixed.

1. You must have this certificate in order to renew the registration of this vehicle before the expiration date.
THERE IS NO GRACE PERIOD ON ANY DECAL EXPIRATION DATE.
A. Payment and information are for a year-round registration system and may be renewed two months before the expiration date of this vehicle.
B. For commercial vehicles registered prior to 10/1/10 (2010) through 1/1/11, the certificate will be void through March 31.
C. This registration will also be void through March 31.
D. Motorists receive 30 days of grace.
2. This certificate (or a copy) must be carried in this vehicle at all times and is available for inspection by any peace officer.
3. Making a false statement in any part of this application will subject the party to a fine of not less than \$200 nor more than \$500.00 as set out in KRS 186.060(1).

**COMMONWEALTH OF KENTUCKY
CERTIFICATE OF REGISTRATION**

VEHICLE IDENTIFICATION NUMBER: 15-0-00-00000
VEHICLE TYPE: PASSENGER AUTO
VEHICLE MAKE: FORD
VEHICLE MODEL: F150
VEHICLE YEAR: 2011
VEHICLE COLOR: BLUE
VEHICLE WEIGHT: 4500
VEHICLE TYPE: PASSENGER AUTO
VEHICLE MAKE: FORD
VEHICLE MODEL: F150
VEHICLE YEAR: 2011
VEHICLE COLOR: BLUE
VEHICLE WEIGHT: 4500

DATE OF ISSUE: 03-11-15
COUNTY: FRANKLIN CO.

1. CERTIFY PER KRS 186.061(1) A. I CERTIFY THAT THIS IS THE TRUE AND CORRECT INFORMATION.
B. I CERTIFY THAT THIS IS THE TRUE AND CORRECT INFORMATION.
C. I CERTIFY THAT THIS IS THE TRUE AND CORRECT INFORMATION.
D. I CERTIFY THAT THIS IS THE TRUE AND CORRECT INFORMATION.

124 LYONS DRIVE
FRANKLIN, KY 40501

1. CERTIFY PER KRS 186.061(1) A. I CERTIFY THAT THIS IS THE TRUE AND CORRECT INFORMATION.
B. I CERTIFY THAT THIS IS THE TRUE AND CORRECT INFORMATION.
C. I CERTIFY THAT THIS IS THE TRUE AND CORRECT INFORMATION.
D. I CERTIFY THAT THIS IS THE TRUE AND CORRECT INFORMATION.

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B. I CERTIFY THAT THIS IS THE TRUE AND CORRECT INFORMATION.
C. I CERTIFY THAT THIS IS THE TRUE AND CORRECT INFORMATION.
D. I CERTIFY THAT THIS IS THE TRUE AND CORRECT INFORMATION.

Do not mark in
this area.

NOTE:

6. If the AVIS transaction is completed, but SharePoint is down, DO NOT SCAN any more documents until SharePoint comes back up. If the scanner is down, it will have a “red” light in the “review box; the clerk needs to click on the “red review” to review the documents. When SharePoint is available, double click on the documents cached at the bottom of the screen. If SharePoint is “active” again, hit the “release” button to update them to SharePoint. The scan is “date stamped” when it releases to SharePoint. If a document is on your workstation when SharePoint goes down, another user can “release” a document to SharePoint.

PODD Tips and Tricks

Using an old PODD receipt for documentation involving a new receipt

If you need to use a previous PODD receipt for “supporting documentation” behind a new PODD receipt, please mark through the bar code of the supporting document (old document) so that it does scan into the PODD archive as a separate document. By marking through the bar code of the “supporting document” it will be scanned into the PODD library under the new transaction.

- a. So that the scanner does not look at the barcode on the **OLD** PODD Receipt, mark over the **OLD** barcode before scanning.

[illegible]

Mark over the
barcode on
the old
receipt before
scanning.